



IGNITING THE INNOVATOR IN EVERY KID

## Parent Handbook

### Camp Galileo at Clayton Early Learning: Policies and Procedures

Last edit: July 2, 2020

### Important COVID-19 Notes:

We are following all guidance for both [licensed child care centers](#) and [summer camps](#) in Colorado, as well as [CDC guidance](#) for child cares, camps and schools for the Summer 2020. We will be doing the following, including but not limited to:

1. Contactless check-in:
  - a. Parents/guardians who do pick-up or drop off are required to wear a mask
  - b. Campers will stay in the car until a Camp Director or Assistant camp director has checked them in and completed a health screening
    - i. If the camper does not meet the health requirements, the camper will not be allowed to attend camp.
  - c. Campers will be escorted to their group area by the Camp Director or Assistant Camp Director and will wait 6 ft apart until the rest of their group arrives to begin activities
2. Campers will wear masks when inside
3. Campers will stay 6 ft apart while indoors. They will have tarps to sit on to help them socially distance
4. Campers will stay 6 ft apart while outdoors, as much as possible
5. We will maintain groups of 1:10, limiting the amount of additional adult interaction with these groups
6. We will sanitize the bathrooms after each use, by campers and staff
7. We will sanitize camp materials at the beginning and end of each day
8. Both campers and staff will wash their hands many times through the day (e.g., each transition, before and after snack and lunch, etc.)
9. Staff will do a health screen before reporting to work each day and will have a temperature check upon arriving at camp
10. In the event that a staff or camper is diagnosed with COVID-19, we will immediately notify local health officials. These officials will help administrators determine a course of action for their childcare programs or schools. We will likely dismiss campers and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal



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duration is needed to stop or slow further spread of COVID-19. No refunds will be given if this situation occurs.

***Galileo’s purpose and its philosophy on childcare/camp:***

Our world needs solution-oriented innovators like never before. We also believe that kids who learn to explore and fail with courage—the essence of innovation—are happier, more creative and more confident when faced with life’s challenges. This is why we’re so committed to bringing these tools and skills to families and communities. In fact, tens of thousands of kids have experienced Galileo since 2002.

The Galileo Innovation Approach, known at camp as “The GIA” is our proprietary three-part framework. The GIA is thoughtfully designed to nurture the innovative potential in each camper. All innovators need is 1) A mindset that promotes innovative work 2) Substantive knowledge that guides breakthrough thinking, and 3) A process that supports bringing the best ideas to fruition. Everything we do at camp is through the lens of [the GIA](#).

***Ages of children accepted:***

Camp Galileo has three age-groups\* to deliver a tailored experience that perfectly balances challenge and fun at every age.

Nebulas: Pre-K – rising Kindergarteners (age 5 by October 15, 2020)

Stars: Rising 1st & 2nd graders

Supernovas: Rising 3rd – 5th graders

\*Note: Because of COVID-19, in summer 2020, we will be organizing the groups differently. We will be in groups of no more than 10, and will organize by age and/or family preference (e.g., siblings together or friends together)

***Galileo’s approach to services offered for special needs children in compliance with the Americans with Disabilities Act:***

Camp Galileo provides reasonable accommodations for the child with a disability who has special needs. We do not use a lack of independent ambulation or the need for assistance in feeding, toileting, or dressing or in other areas of self-care cannot be used as sole criteria for enrollment or placement or denial of enrollment or denial of placement. We make efforts to



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accommodate the child's needs and to integrate the child with his/her peers who do not have disabilities.<sup>1</sup>

We respectfully request that parents/guardians make Galileo aware of any special needs of their children in advance of camp attendance.

***The hours and dates when the center operating, specific hours during which special activities are offered, and holidays when the center is closed:***

The center is in operation from 7:30am to 4:00pm M-F between June 15 and August 7. The camp is closed on July 3rd in observance of the 4th of July Holiday.

***The policy regarding inclement weather:***

Our staff understands that our decision to open, close or delay camp opening during inclement weather often disrupts family schedules. We also understand that our children are better served – academically, emotionally and socially – by being in camp. But, as always, our top priority is the safety of our children and staff, so the decision to close or delay opening is not an easy one.

Please understand that we make the decision to open or close the camp in bad weather based on a careful analysis of all relevant factors, including:

- Information on road conditions from transportation staff and from local law enforcement and road crews
- Whether precipitation will continue throughout the day
- Temperature and wind chill
- Weather predictions (including those from a weather alert service)
- Storm timing, trajectory and projection

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<sup>1</sup> All facilities licensed under the Child Care Licensing Act are subject to the following federal laws and regulations: the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000D ET SEQ. (2018), and its implementing regulation, 45 C.F.R. Part 80 (2018); the Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6017 (2018) and its implementing regulation, 45 C.F.R., Part 91 (2018); Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 (2018), and its implementing regulation, 45 C.F.R. Part 84 (2018). All of which are hereby incorporated by reference. No later editions or amendments are incorporated. These statutes and regulations are available for public inspection and copying at the Colorado Department of Human Services 1575 Sherman St., 8th floor, Denver, Colorado 80203, during regular business hours. These statutes and regulations are also available at no cost at [HTTP://USCODE.HOUSE.GOV](http://USCODE.HOUSE.GOV) AND [HTTP://WWW.ECFR.GOV](http://WWW.ECFR.GOV). All facilities licensed under the Child Care Licensing Act are also subject to Titles I through V of the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq. (2012), and its implementing regulation, 29 C.F.R., part 1630 (2018), which are hereby incorporated by reference. No later editions or amendments are incorporated. These statutes and regulations are available for public inspection and copying at The Colorado Department of Human Services 1575 Sherman St., 8th floor, Denver, Colorado 80203, during regular business hours. These statutes and regulations are also available at no cost at [HTTP://USCODE.HOUSE.GOV](http://USCODE.HOUSE.GOV) AND [HTTP://WWW.ECFR.GOV](http://WWW.ECFR.GOV). Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must be in compliance with the Americans with Disabilities Act.



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- Building conditions (such as whether our building's electricity and/or heat service is disrupted)
- Parking lot conditions

***The procedure concerning admission and enrollment of children:***

We enroll all campers through the Camp Galileo website.

***An itemized fee schedule:***

Camp Galileo costs \$379 dollars per week of camp for full time enrollment (8:30-4pm). We also offer half day camp (8:30-noon or 12:30-4pm) at \$190. We do offer scholarships for reduced price camp at our discretion.

***The procedure to ensure the location of children is known at all times, how children are accounted for throughout the day, and that children are supervised at all times by their assigned staff member:***

Upon arrival, each child is given a badge, and is released only to authorized adults with valid identification. Parents/guardians can add authorized pick-ups via phone, email or in-person. No child will be released to anyone that is not on their authorized pick-up list.

To make sure all campers are accounted for we take attendance regularly – during all transition times throughout the day including visual scans and headcounts. We employ extra camp staff to supervise entries and exits, and each activity zone during lunch and other breaks.

***The center's procedure on guidance, positive instruction, supporting positive behavior, discipline and consequences, including how the center will:***

- a. Cultivate positive child, staff and family relationships;***
- b. Create and maintain a socially and emotionally respectful early learning and care environment;***
- c. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children;***
- d. Provide individualized social and emotional intervention support for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions; and***
- e. Access an early childhood mental health consultant or other specialist as needed:***



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Galileo Camps trains staff and implements during programming an approach to learning that celebrates the curiosity of childhood and embraces the wonderful differences between children and how those positively contribute to our larger community.

- a. Galileo will work with staff to learn strategies for building positive relationships with campers. Staff will also provide families with regular feedback about their child's progress and things to celebrate.
- b. Galileo staff are trained on child development and how-to best support children of different levels and learning styles. Curriculum is differentiated to be sure it meets the child where they are developmentally and pushes them to grow as an innovator.
- c. Galileo staff will be trained on strategies for diffusing behavior between campers. They will work with their assigned groups of children to create a set of norms for their group and will use positive reinforcement and innovators language to enforce these norms.
- d. If a staff member needs extra support with child behavior they will work with the Director or Assistant Director to create an individual support plan for that camper, this plan will include both behavior support and emotional support as needed. These individualized support plans will also be communicated to and shared with the child's family.
- e. If access to an early childhood mental health consultant becomes needed the Camp Director will work closely with the CEO to utilize local resources and provide the information and referrals needed.

***The procedure for handling children's illnesses, accidents, and injuries, including when children will be excluded from care and notification of parents/guardians:***

#### **Emergency Response Framework**

1. **Stay Calm**
2. **Use Your Tools** - Health History on Master Roster, First Aid Kit, Red Emergency Binder & Cell Phone
3. **Gather Info** - Assess situation & environment. Gather pertinent details from campers & staff.
4. **Prevent more harm** - Move other campers/staff away from potential danger and/or injured person
5. **Apply First Aid** - Determine if Minor, Major, or Critical Injury (see "Types of Injuries")
6. **Notify** emergency contact via [Ouch Report](#) or [phone call](#)
7. **Document** via the *Injury & Medication Log* (Minor) or [Incident Report](#) (Major/Critical)
8. **Redesign** - Investigate root cause & implement changes

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#### **Minor Injury Protocol**

1. **Apply First Aid** with gloves\*. *Observe camper/staff. If injury worsens to major injury status, follow Major Injury Response Protocol*
2. **Notify:** send an [Ouch Report](#) or [phone call](#) (see "Types of Injuries" located in [Emergency Response Policy](#))
3. **Document:** Complete the [Injury & Medication Log](#)



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4. **Redesign:** Identify patterns & opportunities to prevent recurrence; investigate root cause & implement changes

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### Major Injury Protocol

1. **Apply First Aid** with gloves\*. *Observe camper/staff. If injury worsens to critical injury status, follow Critical Injury Response Protocol*
2. Call Galileo Learning Colorado CEO
3. **Notify:** [Call emergency contact](#). Exhaust all emergency contact numbers, leaving messages for those who do not answer, until an individual is contacted. Ask emergency contact to take the camper to seek medical attention, if needed.
4. **Document:** Complete an [Incident Report](#) within 12 hours
5. **Redesign:** Identify opportunities to prevent recurrence; investigate root cause & implement changes

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### Critical Injury Protocol

1. **Apply First Aid** with gloves\*
2. Call 9-1-1. Designate a staff member to meet and direct ambulance.
3. **Notify:** [Call emergency contact](#). Exhaust all emergency contact numbers, leaving messages for those who do not answer, until an individual is contacted.
4. Designate staffer(s) to: provide Health History (HH) information of injured person to the staff applying First Aid and medical personnel; if a specific hospital is specified on HH, include this info; confirm the hospital name & address where camper is being transported & relay to the Camp Director; accompany the camper in the ambulance (**not** the Camp Director).
5. The Camp Director: notifies the emergency contact regarding the incident & the hospital where the injured person is being transported; **stays at camp** with the camp phone so that families can get in touch with the site; takes notes throughout the entire process on every call and email related to the incident.
6. **Document:** Complete an [Incident Report](#) within 12 hours
7. **Redesign:** Identify opportunities to prevent recurrence; investigate root cause & implement changes

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### \*Use of gloves

- Any person giving first aid should always wear disposable gloves if blood is visible on the skin, inside the mouth, if there is an open cut on the victim, or when there is a risk of communicable disease.
- Gloves should be changed after contact with each person.
- Gloves should always be worn when handling items or surfaces soiled with blood or bodily fluids.
- Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Remove gloves properly – pulling inside out. Place gloves in a bag with waste.
- Hands & other skin surfaces should be washed with soap & water immediately and thoroughly if contaminated with blood/body fluids.



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## Who Can Administer First Aid?

Only first aid certified staff whose first aid certification are on file with Galileo may **apply first aid** (minor, major, or critical injury protocols).

For every thirty (30) or fewer children in attendance, there must be at least one (1) staff member on duty who holds a current department-approved first aid and safety certificate (including CPR for all ages of children) and is responsible for administering First Aid and CPR to children. Such individuals must be with the children at all times when the center is in operation. If children are at different locations, there must be a First Aid and CPR qualified staff member at each location. All employees caring for children, not required by rule to be certified in First Aid and CPR, must complete a basic first aid and CPR module within 30 calendar days of employment and the module must be renewed every 2 years. 6. Children too ill to remain in the group must be comfortably cared for and supervised until they can be taken home or suitably cared for elsewhere.

We have two portable First Aid kits available to staff at all times that are located out of reach of children and maintained in a sanitary condition. First aid kits must be checked and restocked on at least a monthly basis. First Aid supplies must be maintained and made accessible to staff throughout the center and stored in areas inaccessible to children.

**All staff may provide basic care and TLC for injuries that are less than minor injuries** (bandaid for small cut without blood, cold compress for bump/bruise not to the head, running cold water on a minor hot glue gun burn that does not result in redness or change to the skin, etc.) and should administer an EpiPen in the event of an anaphylactic reaction. **All of these instances must still be documented in the *Injury & Medication Log* & require notification to the guardian/emergency contact via an [Ouch Report](#) at pick-up (or 911 call made in the case of an EpiPen).**

## Who Notifies Emergency Contacts?

- Any staff member can complete an [Ouch Report](#) & deliver it at pick-up (most minor injuries - see *Types of Injuries*)
- [Phone calls](#) should be complete by leadership staff only (some minor injuries, all major & critical injuries - see *Types of Injuries*)

## 11. The procedures followed when it has been identified a child is separated from their group and not under the direct supervision of their assigned staff member.

### Missing Camper

1. The Camp Director manages the overall process - noting the start time, initiating roll call and ensuring staff are taking on their respective roles:
  - a. Lead Instructors take roll in place & communicate to the Camp Director the total camper count using the laminated cards (green = all campers present; red = all campers not present)
  - b. Assistant Director verifies the laminated cards & head counts for each group,



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- reports this to the CD, and then searches the campus facilities
- c. Camp Director and Assistant Director walk the perimeter of the camp to look for the missing camper and check bathrooms. Stop/stall any suspicious persons, writing down license plate numbers of any cars they suspect or see a child getting into
  2. The roll call and search process should take **no longer than 15 minutes**. If a child is not found in 15 minutes, call the police immediately.
  3. Next, move all campers to the designated meeting area and conduct roll call again. Simultaneously assign staff to conduct a complete search of school campus/fields.
  4. Camp Director notifies Galileo Learning CEO & then calls emergency contacts for the missing camper
  5. Complete [Incident Report](#) within 12 hours (link can also be found via Camp Support Form)
  6. Identify opportunities to prevent future recurrence: investigate root cause & implement changes

***The procedure for transporting children, if applicable, including transportation arrangements and parental permission for excursions and related activities:***

Galileo Learning Colorado does not transport children under any circumstances. If there is an emergency, 911 will be called.

***The written policy and procedure governing field trips, television and video viewing, and special activities, including the staff's role for the supervision of children:***

Galileo Learning Colorado does not have field trips, television or video viewing.

***The procedure on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road:***

Galileo Learning Colorado does not transport children under any circumstances. If there is an emergency, 911 will be called.

***The procedure for releasing children from the center only to persons for whom the center has written authorization:***

We use a QR code to check campers in and out. The QR code provides documentation of authorized pick-up and drop off for each camper. The Director or the Assistant director will check ID for each individual to ensure they match with the authorized pick-ups/drop-offs. Parents/guardians can add additional authorizations by calling the camp director; emailing the camp director; or speaking with the camp director at drop-off.





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***The procedures followed when a child is picked up from the center after the closing hours of the center or not picked up at all, and the procedure to ensure that all children are picked up before the staff leave for the day:***

Check out is a slightly different time depending on your camper's group. **To keep campers safe, we require a photo ID from an adult on your camper's authorized pick-up list every day at check-out.** If you would like to add someone to your camper's authorized pick-up list, please call our Customer Service team at 1-800-854-3684, or if it's during your camp session, talk to your Camp Director at check-in. Updates you make to your online account after Friday at 3 pm will not be reflected in our rosters and must be verified at camp.

We charge a \$1 per minute late fee for families picking up after their designated time. We will call all the authorized pickups; email and text the parent/guardians. After 30 minutes, we will call child protective services.

***The procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion:***

Camp Galileo does not go on field trips.

***The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C R S., of the "Nurse Practice Act."; CODE OF COLORADO REGULATIONS 12 CCR 2509-8 Social Services Rules 287:***

Leadership (Camp Director and Assistant Director) has been trained by our Childcare Health Consultant on use, storage and administration of medications and have delegated to administer medications to campers.

Non-emergency medications will be stored in a locked cabinet away from children and administered according to the signed medication form by Camp Director or Assistant Camp Director. Emergency medications (inhalers or epi-pens) will be with Camp Director or Assistant Camp Director at all times. If there is a medical emergency and these medications are needed the instructor will summon a director to administer the medication.

All medications must be accompanied by a Permission for Medication form signed by a medical professional and parent/guardian. All inhalers and Epi-Pens must be accompanied by an Asthma Care Plan or Epi-Pen Care Plan.

***The procedure concerning children's personal belongings and money:***



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All children will have a bin for their personal belongings that they will be able to access. Money is not necessary to bring onto the premise. Galileo does not take responsibility for the loss of any items during the camp day.

***The policy concerning meals and snacks:***

Due to the ongoing Covid-19 Pandemic, lunch will not be provided under any circumstances by the camp. Guardians must provide children with a lunch, two snacks and a drink daily.

In the event that a camper forgets their lunch or snack, Galileo will provide a nut-free/allergy free granola-like bar for consumption. Galileo also has bottles of water in the event that a camper forgets their water bottle.

Galileo will ensure regular water breaks for campers.

***The policy and procedure regarding visitors:***

Due to the ongoing Covid-19 Pandemic, visitors will not be permitted onto the premise for the duration of the 2020 season.

***The procedure for filing a complaint about childcare:***

File a **Complaint** and **Report** Violations: Call 1-844-CO-4-Kids or 1-844-264-5437 to **report** all concerns of **child** abuse and neglect. Call 303-866-5958 to file a **complaint** with the Division of Early **Care** and Learning.

***The procedure regarding the reporting of suspected or known child abuse and/or neglect:***

**Abuse:** Reported physical, sexual, or other abuse away from program, staff to camper, or staff to staff

1. If abuse is suspected in any way, between any set of parties (campers, adults, staff members, etc.), staff should immediately find a private place to inform the Camp Director. For additional tips see Vincenzo.
2. Camp Director **immediately** contacts Galileo Learning Colorado CEO
3. If accusations are against a staff member, Camp Director immediately places the accused staff member on paid leave while an investigation takes place
4. If deemed appropriate, the Camp Director to report the matter to the local office of Child Protective Services
5. Complete [Incident Report](#) within 12 hours



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***The policy for notification when childcare service is withdrawn by the program, or when parents or guardians withdraw their child(ren) from the center:***

We will notify parents/guardians as soon as possible if camp will be cancelled for any reason. If camp is cancelled because of a COVID-19 outbreak, there will not be refunds or credits. As of June 2020, all enrollment fees are non-refundable.

***The procedure, if applicable, for transitioning children between school or community sponsored activities:***

This procedure is not applicable to the Camp Galileo 2020 season.

***The policy on the steps the center will take prior to the suspension, expulsion or request to parents/guardians to withdraw a child from care due to concerns about the child's behavioral issues:***

At Camp Galileo, we do everything possible to create an inclusive environment that is safe for campers. However, we do not tolerate behavior that puts a camper at risk to themselves or others. If this occurs, the Camp Director will fill out an incident report and will notify the parent/guardian to pick up the camper. If the camper is not allowed back to camp, there will not be refunds.